GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT(GITAM)

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Ref. GITAM/P/23-24/015(a)   Date 18.07.2023

STANDARD OPERATING PROCEDURE FOR CONDUCTING REMEDIAL CLASS

Objective: To elaborate the procedure for conducting remedial classes

Responsibility:

- All the teaching staff members
- Mentors
- Department remedial class coordinator
- Heads of the respective departments

Procedure:

S.No	Activities	Responsibility	Target Dates/Days
1	After the first mid-term examinations identify the slow learners	Class in charge/ course handling faculty	At the end of the first midterm examination of each semester
2	Prepare students name list both class wise and course wise	Remedial class coordinator	At the end of the first midterm examination
3	Call for common meeting of all department remedial class coordinators for sharing the information	Respective HoDs	At the end of the first midterm examination
4	Prepare schedule and get approval from HoD.	Coordinator	Immediate after collecting The information of the slow learners
5	Circulation of the schedule to the respective course handling teacher along with course wise student name list.	Remedial class coordinator	Immediate after collecting the information of The slow learners
6	Circulate the remedial class schedule and class wise name list to students through Mentors	Mentors	Before start of remedial classes
7	Remedial class attendance must be monitoring daily basis and absentees' details may be Intimated to respective Mentors.	Course handling faculty	Daily basis
8	In case of absentees mentors must take Corrective action.	Mentors	Daily basis
9	At the end of each semester the course handling faculties are asked to submit the attendance and evaluation sheet to the coordinator for maintaining record.	Course handling faculty and department Remedial class Coordinator	After last working day of each semester.

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